

**TOWN OF WESTFORD
TOWN MANAGER'S OFFICE
TOWN HALL
55 MAIN STREET
WESTFORD, MA 01886**

MEMORANDUM

TO: Board of Selectmen
FROM: Steven L. Ledoux, Town Manager
RE: Results of Annual Goal Setting
DATE: June 8, 2004

Below, are the results of the Board of Selectmen's Annual Goal Setting meeting, held Monday, June 7, 2004 at 7:00 PM at the Westford Regency Conference Center.

SHORT TERM GOALS

1. Revise Exempt Pay Classification Plan by September, 2004 (22 Points)
2. Consolidate Human Resource Function with Schools (9 Points)
3. Study Town Counsel functions, including developing spreadsheet on active cases, analyze cost/benefit of litigation, cut counsel costs, and study feasibility of in house counsel (7 Points)
4. (Tie) Follow up of Management Letter in Audit
Develop Alternate Turf methods At Veteran' Memorial Complex (5 Points)
5. (Tie) Develop Selectmen's Policy and Procedure Manual) ; Develop strategy for Implementing CFETG recommendations; Develop Long Term Sewer Strategy (4 Points)

LONG TERM GOALS

1. Implement CFETG Recommendations, including forming Permanent Oversight Committee (18 points)
2. Use of municipal land to promote Affordable Housing (12 points)
3. Study consolidating certain Recreation Department and COA functions (11 points)
4. (Tie)Acquisition of Key properties; solve one traffic problem per year (10 points)
5. (Tie) Implement Sidewalk Master Plan; Study Police/Fire Joint Dispatch (5 Points)

